

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
MEETING
PARTNERSHIP OFFICE
23 Royce Circle**

THURSDAY, DECEMBER 17, 2015

4:00 PM

MINUTES

Present: Chair Tom Callahan, Harry Birkenruth, Matt Hart, Dave Pepin, and Paul Shapiro

Guest: Mike Switchenko

Staff: Cynthia van Zelm

1. Call to Order

Finance and Administration Committee Chair Tom Callahan called the meeting to order at 3:06 pm. Mike Switchenko introduced himself. He works with former Committee member Mark Hammond at Stifel Nicolaus and is interested in possibly joining the Committee. Committee members introduced themselves.

2. Approval of Finance and Administration Committee Minutes from November 19, 2015

Harry Birkenruth made a motion to approve the minutes of November 19, 2015. Dave Pepin seconded the motion. Paul Shapiro abstained. The motion was approved with one abstention.

3. Review of DRAFT FY16-17 Budget

Executive Director Cynthia van Zelm reviewed the draft FY16-17 budget. She said the main outstanding item is that she will need to get quotes this year for the Partnership's insurance per the Town's new financial procedures.

Ms. van Zelm also noted that health insurance is budgeted for a 15 percent increase. Matt Hart said there has been a market spike in health insurance over the last few years but that it is expected to start to level out.

Mr. Callahan reminded the Committee that the salary increases are a place holder until the Executive Director's performance review is conducted by the Executive Committee in early spring 2016.

Ms. van Zelm said the Town Finance Dept. requires all departments to submit their budgets in the Town system by January 13.

Paul Shapiro made a recommendation to the Board of Directors that Ms. van Zelm proceed to submit the preliminary budget, as presented, to the Town's financial system by January 13, 2016. Mr. Birkenruth seconded the motion. The motion was approved.

4. Update on Storrs Center

Ms. van Zelm said Bliss opened almost two weeks ago. Dunkin Donuts opened this week. Gansett Wraps was due to open this month. She said the other businesses on Wilbur Cross Way that have signed leases should open in early 2016.

She said 28 of the 42 town homes and condominiums in Main Street Homes have been sold.

Mr. Birkenruth asked how do we measure success in five years? What are the types of performance metrics that can be set up to measure success?

Mr. Hart said the Partnership's strategic planning process will inform this discussion. There will be quality of life, financial, and environmental metrics, among others.

5. Update on Strategic Planning Process

Ms. van Zelm said the Partnership's strategic planning steering committee has interviewed five potential consultant's to assist the Board with its strategic plan. A preferred candidate has been identified and will be meeting with her and Mr. Hart on December 21.

6. Adjourn

Mr. Pepin made a motion to adjourn. Mr. Birkenruth seconded the motion. The meeting adjourned at 3:46 pm.

Minutes taken by Cynthia van Zelm